

# ACH Policy Statement

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**ACH Consulting Ltd** is committed to eliminating risk and providing a safe and healthy environment for all employees, visitors, contractors and others in our workplace. We are committed to providing quality services to all our customers, through clear development, maintenance and improvement of our management system. We also commit to caring for our environment through the prevention of environmental degradation.

Through our commitments, we will comply with the Health and Safety Work Act 2015 (HSWA) relevant legislation, codes of practice and best practice standards.

Our focus is on sustainable, continuous improvement in health & safety performance, environmental protection and quality assurance through making it an integral part of everything we do. To achieve this we set annual objectives, which are specific, measurable, attainable, realistic and timebound, and we track our progress against them on a monthly basis.

## ***Manager's responsibilities***

- Ensure the implementation of this policy;
- Orientate and train employees in safe procedures and work practices;
- Consult with employees about changes in the workplace which may affect their health and safety, environment or quality of work;
- Ensure that the workplace and the means of entering and leaving the workplace are safe;
- Support the safe and early return to work of injured employees;
- Accurately report, record, investigate and take corrective action on all incidents;
- Maintain an understanding of health and safety, quality assurance and environmental management relative to their positions;
- Ensure all safety and related inspections are completed and actioned appropriately;
- Ensure that all practicable steps are taken to remove or control hazards identified in the workplace;
- Orientate, monitor and supervise contractors.

## ***Employee's responsibilities***

- Accurately report all work related hazards, near misses, injuries and illnesses;
- Follow correct procedures and reasonable instructions including wearing personal protective equipment (PPE) when instructed;
- Look after themselves, each other and anyone else who may be affected by what they do, or do not do, while at work;
- Not intentionally or recklessly interfere with or misuse equipment or any other items supplied at the workplace.

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Debbie Keal  
Director  
June 2022

*This policy will be reviewed every 2 years.*